

Appendix B

OFFICE OF THE COMMANDING GENERAL AND DIVISION ENGINEER1. Commanding General and Division Engineer.

a. Commands and controls Commanders, Alaska Engineer District (CEPOA), Far East Engineer District (CEPOF), Honolulu Engineer District (CEPOH), and Japan Engineer District (CEPOJ). This includes reviewing and approving major plans and programs, interpreting plans and policies of the Chief of Engineers, and reviewing and controlling individual acts of the Districts.

b. Assigns missions to Districts, coordinates their execution, combines results, develops cooperative interests with offices on his level, and represents the Pacific Ocean Division (POD) as a whole.

c. Directs, supervises, and manages the activities of HQ POD staff in accomplishment of assigned mission.

d. Represents Headquarters, U.S. Army Corps of Engineers (HQ USACE) in meetings, conferences, briefings, and other forums at U.S. Pacific Command (PACOM); U.S. Forces, Korea (USFK); U.S. Forces, Japan (USFJ); Alaska Command (ALCOM); headquarters of the major component commands; and with agencies of sovereign states in the Pacific.

e. Provides, within prescribed authorities, regulations and statutes, design, construction surveillance, and contracting support to other Department of Defense (DOD), non-DOD, State, Freely Associated States, and Flag Territory agencies.

f. Directly rates and supervises the Deputy Division Commander, Executive Officer, Director of Military and Management, Director of Civil Works and Technical, and District Commanders.

2. Executive Officer.

a. Coordinates all temporary duty (TDY) itineraries, travel, and lodging for the Commanding General and Division Engineer.

b. Prepares trip books for the Commanding General and Division Engineer by consolidating input from Division and District staff.

c. Assists in maintaining the Commanding General and Division Engineer's calendar.

d. Serves as Executive Assistant to the Commanding General and Division Engineer on travel to various locations in the Pacific (on- and off-island).

e. Assists in maintaining the Commanding General and Division Engineer's travel expenses.

- f. Oversees execution of all ceremonies, speaking engagements, socials, and official events involving the Commanding General and Division Engineer.
- g. Assists in coordination and execution of all official functions hosted by the Commanding General and Division Engineer.
- h. Maintains the Commanding General and Division Engineer's official expense accounts.
- i. Supervises the Commanding General and Division Engineer's official correspondence.
- j. Prepares the Commanding General and Division Engineer's daily notebook to include arranging for and screening all read ahead guidance provided in accordance with the published HQ Battle Rhythm.
- k. Coordinates and supervises the HQ POD Army Physical Fitness testing program.